



Navy Directives

Notices and Change Transmittals

Presented By:
DNS-15



NOTICES



Notice and Change Transmittal Authorities

- **SECNAVINST 5215.1D – Secretary Of The Navy Directives Policy**
- **OPNAVINST 5215.17 – Navy Directives Issuance System**



Notice Definition

Notice:

- Is a directive that has a one-time or brief nature and has a self-canceling provision
- Has the same force and effect as an instruction
- Remains in effect for usually less than 6 months, but no more than 1 year

Any requirement for continuing action contained in a notice, such as submission of a report, use of a form, or following specified procedures, is considered to be cancelled when the notice is cancelled, unless the requirement is incorporated into another suitable document.



Notice Criteria

- Not falling within the scope of the instruction criteria (see chapter 2, subparagraph 3a of OPNAVINST 5215.17)
- Requests for comments, approval, or information
- Directions for routinely carrying out established operations such as matters pertaining to individual personnel actions or special shipments of material
- Informative announcement such as change of command, education or promotion opportunities, recreational activities, work improvement plans, suggestions for morale building, or changes in office locations or telephone numbers
- Issuance of short-term policies, forms, and reporting requirements



Formatting a Notice

Notices follow the same format as an instruction

- Identification :
 - Cancellation date (in Mmm YYYY format) - indicated in the upper right corner of the first page, immediately below the e-letterhead without spaces and two lines above the identification symbols. If the cancellation date is unknown and is for record purposes only, with a contingent provision, use “Canc frp”. Otherwise, if cancellation date is known, use “Canc.”
 - Identification symbols - Two lines below the cancellation date to include the short title SNDL abbreviation of the command followed immediately by “NOTE” (e.g., “OPNAVNOTE”) and the applicable standard subject identification code (SSIC), per the SECNAV M-5210.2. The following line contains the sponsor/originator code followed by the date (in DD Mmm YYYY format) of the notice on the next line. Of the identification symbols, the longest line is flushed to the right margin with the remaining lines, including the cancellation date aligned left with the longest line.
 - Designation line – two lines below identification symbols. In all CAPS and underlined, the short title SNDL command abbreviation, the word “NOTICE” and the SSIC.



Formatting a Notice

- From: commander or commanding officer
- Subject: In all CAPS (do not use acronyms in the subject line). As with instructions, keep the subject brief, but concise. Let's than 10 words, if possible.
- References: Must be current and listed alphabetically in the order they are cited in the text
- Enclosures: Must be identified in the enclosure line exactly as the title appears on the actual enclosure. They must be listed numerically in the order as they are cited in the text
- Purpose paragraph (required): The first paragraph of a notice and must state the purpose of the notice, which tells why the notice is being issued. If the sole purpose of a notice is to cancel another document(s), the cancellation statement may be made in the purpose paragraph.
- Records Management (required): This is a CNO requirement which will be reflected in the revised OPNAVINST 5215.17A



Times New Roman 8

Times New Roman 10

Header-0.5 inch

Cancellation date

Header - 1 inch

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

Canc frp: Mmm YYYY

(Ensure that the "Show All" button (§) is on from the Standard Toolbar in order to view the format properly)

OPNAV NOTICE SSIC (Refer to SECNAVINST 5215.1D and OPNAVINST 5215.17 for the DON Directives Issuance System policies, procedures and responsibilities. The SSIC number should reflect the most important subject covered in the instruction--refer to SECNAV M-5210.2.)

From: Chief of Naval Operations

Subj: TITLE OF NOTICE IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

Ref: (a) Any applicable references are inserted here
(b) References must be current and listed alphabetically in order as they are cited in the text
(c) Keep references to a minimum

Encl: (1) All enclosures must be identified here exactly as the title appears on the actual enclosure
(2) They must be listed numerically as they appear in the text
(3) All enclosures must be legible and reproducible

1. Purpose. The first paragraph of a notice must state the purpose of the notice, which tells why the notice is being issued.

2. Title.

3. Title.

4. Title.

5. Records Management. Records created as a result of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Cancellation Contingency. If a cancellation date is not known by the sponsor, a contingency paragraph is added as the last paragraph of the notice. This paragraph states the action

All CAPS and no acronyms

Font - Courier New 12

Required paragraph

Required paragraph

Req'd only if cancellation date is not known

Footer - 0.5 inch

General Page Margins - 1 inch top, bottom, left and right

OPNAVNOTE SSIC
DD Mmm YYYY

Events that must occur prior to cancellation of the notice. In addition, in lieu of "Canc" at the top of the 1st page, indicate "Canc frp", for record purposes. IF "Canc frp", as an example, this paragraph could read: "This notice is in effect for 1 year or until it is superseded by another notice, whichever occurs first."

SIGNATURE BLOCK
(Name in all CAPS with first initial, middle initial and last name)

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<http://doni.documentservices.dla.mil/>

Page 1 not numbered

21



Notices Cancellation Contingency

- The date on which the notice is canceled is determined by the sponsor, and must be cited on the notice
- The date of the cancellation is the last day of the month indicated
- In some instances, the sponsor can not determine the exact date on which required action will be completed. In these instances, a cancellation contingency paragraph is added as the last paragraph of the notice and “Canc frp” is used vice “Canc.”
- This paragraph states the action or events that must occur prior to cancellation of the notice
- Notices may expire prior to the cancellation date if the action or event detailed in the contingency cancellation paragraph is completed
- Forms/reports paragraph, if applicable, is the last paragraph in an instruction. It’s the same for a notice **UNLESS** there is a cancellation contingency paragraph, which is then the last paragraph of the notice.



Notices and Change Transmittals

If forms/
reports,
paragraph is
prior to
cancellation
contingency
and after
records
management

¶
5. . . Records Management . . . Records created as a resolve of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012. ¶
¶
6. . . Cancellation Contingency . . . If a cancellation date is not known by the sponsor, a contingency is added as the last paragraph of the notice. . . This paragraph

If the
cancellation
date is not
known the
cancellation
contingency is
added as the
last paragraph

.....OPNAVNOTE SSIC¶
.....DD Mmm YYY¶
¶
or events that must occur prior to cancellation of the notice. . .
In addition, in lieu of "CANC" at the top of the 1st page, .
indicate "CANC FRP", for record purposes. . . IF "CANC FRP", as an
example, this paragraph could read: . . "This notice is in effect .
for 1 year or until it is superseded by another notice, .
whichever occurs first." ¶
¶
¶
.....SIGNATURE BLOCK¶
.....(Name in all CAPS with first initial, ¶
.....middle initial and last name) ¶
¶
Distribution: ¶
Electronic only via Department of the Navy Issuances Web site ¶
<http://doni.documentservices.dla.mil/> ¶

Three lines
after
cancellation
contingency
paragraph



CHANGE TRANSMITTALS



Change Transmittal Definition and Criteria

- Definition: A change transmittal is the medium used to transmit changes to an instruction, or under extenuating circumstances, a notice. Each transmittal describes the nature of the changes it transmits, and gives directions for making them.
- Criteria: Transmits minor change(s) which affect less than 25 percent of the number of pages of the current basic directive.



Change Transmittals

- Change transmittals consist of a cover letter forwarding changed and/or additional pages to a directive as an enclosure.
- Change transmittals are numbered consecutively. That is, the first change transmittal to an instruction is change transmittal 1, the second 2, and so on. When an instruction is reissued as a revision, the numbering of change transmittal begins again with the number 1.
- The upgrading or downgrading of classified instructions by change transmittal is not authorized.



Formatting a Change Transmittal

The change transmittal follows the format of an instruction, with the following exceptions:

- Identification Symbols. The capital letters “CH” followed by a dash (“-”) and the number of the change transmittal follow the first line of the identification symbols, e.g., OPNAVINST 5215.1D CH-1
- Designation Line – Instruction. Contains the same designation line as the directive to be changed, followed by a space, “CHANGE TRANSMITTAL”, a number, and underlined, e.g., OPNAV INSTRUCTION 5215.1D CHANGE TRANSMITTAL 2
- Designation Line – Notice. Same as instruction, except that the date of issue must also be cited, e.g., OPNAV NOTICE 5215 OF 6 JUN 2014 CHANGE TRANSMITTAL 1
- Subject. Subject of directive being changed is always given and in all CAPS and no acronyms



Required Paragraphs of Change Transmittal

- Purpose paragraph. The first paragraph of a change transmittal must state the purpose and the nature of the change transmittal, which tells why the change transmittal is being issued.

Example: “To transmit new pages 3 and 10, which revise . . .”

- Action paragraph. The specific action(s) to be taken are identified in this paragraph. Pen and ink changes are no longer allowed.

Example: “Remove page 10 of the basic instruction and insert enclosure (1) of this change transmittal.”



Change Transmittals Page Change and Page Numbers

- One-Page Change. When a change is being made to only one page, the change transmittal number and its date are shown on the right margin of that changed page. The unchanged pages retain the same identification as when previously issued.
- Page numbers. Extra pages resulting from the inclusion of additional data in a change transmittal to a directive shall be numbered with the page number of the preceding page plus a small (lowercase) letter, as 10a, 10b, and 10c. A page(s) added after the last page of a directive shall be numbered with the next sequential number(s) following the last page.



Enclosure of Change Transmittal

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 4200.7 CH-1

N41

DD Form YYYY

OPNAV INSTRUCTION 4200.7 CHANGE TRANSMITTAL 1

Subj: OFFICE OF THE CHIEF OF NAVAL OPERATIONS SERVICES CONTRACT
REQUIREMENTS MANAGEMENT

Encl: (1) Revised Page 7
(2) Revised Page 8

1. Purpose. To transmit new pages 7 and 8, which change
Commander, Naval Supply Systems Command (NAVSUPSYSCOM) and Fleet
Logistics Center Norfolk (NAVSUP FLC NORFOLK) contract support
services contract performance metric reporting requirements to
the Director, Naval Staff (DNS). This allows sufficient time
for data assembly and staffing of reports and to remove
redundant reporting requirements.

2. Action. Remove pages 7 and 8 of the basic instruction and
insert enclosures (1) and (2), respectively.

P. H. CULLOM
Deputy Chief of Naval Operations
(Fleet Readiness and Logistics)

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<http://dla.mil/documentservices.dla.mil> Section Break (Next Page)

Changed
pages are not
labeled as
"Enclosure" in
the change
transmittal

Enclosure
in change
transmittal

OPNAVINST 4200.7 CH-1
DD Form YYYY

e. Director, Assessments Division (OPNAV (N81)) shall serve
as the central clearing house for all OPNAV annual and recurring
studies. Such studies, including those in support of the
integrated analytic agenda, will be governed under this
instruction and shall comply with Assistant Secretary of the
Navy (Research, Development, and Acquisition) (ASN RD&A) policy
and the established service contract requirement review process.

f. Commander, NAVSUPSYSCOM shall:

(1) Serve as the single point of submission for all
OPNAV CSS requirements.

(2) Provide guidance and expertise on the OPNAV services
requirements contracting process. Specifically, issue the
formal process for contracting for CSS, to include required
documentation and the timeline for submission by OPNAV.
Establish metrics to reflect effectiveness of CSS contract
report, including requirements definition and contract award,
report to DNS on a quarterly basis. Reports shall be
submitted to DNS no later than 30 calendar days following the
end of each quarter. An annual performance metric report shall
satisfy the quarterly reporting requirement for the fourth
quarter.

(3) Ensure that OPNAV service contracts comply with
applicable statutes, regulations, policies, and other
requirements. These include the Competition in Contracting Act;
Public Law 101-58, Organizational Conflict of Interest; the
Procurement Integrity Act; the Anti-Deficiency Act; Personal
Services and Joint Ethics Regulations, and the Proper Use of
Non-DoD Contracts Policy memorandum issued on 29 October 2004 by
the Acting Under Secretary of Defense (Comptroller).

(4) Establish training curriculum to cover key areas
of the process from development of requirements to contract
closeout that includes, at a minimum, market research, source
selection, and effective contract management. NAVSUPSYSCOM will
provide initial concentrated training for OPNAV action officers
to give them a better understanding of their responsibilities
for effectively managing contract for services from planning to
payment. Specifically, OPNAV services contracts shall not be

Page Break



Change Transmittals First Page

Changed First Page

- In cases where the first page of a directive is revised, the page will reflect the date of change, e.g., “CH-1 of 11 Jun 2014” in the upper right corner, approximately two lines below letterhead and two lines above the identification symbols of the basic directive

CH-1 of 11 Jun 2014

OPNAVINST 5215.1D

N74

15 Apr 2013



Change Transmittals Signature Page

Changed Signature Page

- When a revision to a signature page is made the signature block remains the same as the original signing official, e.g.,

/s/

J. J. JONES

Director, Navy Staff



Change

Identification
symbols

als Template

Page
changed

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

(Ensure that the "Show All" button (¶) is on from the Standard Toolbar in order to view the format properly) → OPNAVINST 5215.1D CH-1¶
→ N74¶
→ 11 Jun 2014 ¶

OPNAV INSTRUCTION 5215.1D CHANGE TRANSMITTAL 1¶

From: Chief of Naval Operations¶

Subj: TITLE OF THE INITIAL DIRECTIVE IN ALL CAPS (DO NOT USE
ACRONYMS IN SUBJECT LINE)¶

Ref: (a) only list references that have to do with the change
itself (you may not have any)¶

Encl: (1) (For example) Revised Page 3¶
(2) (For example) Revised Page 10¶

1. Purpose. The first paragraph of a change transmittal must state the purpose and the nature of the change transmittal, which tells why the change transmittal is being issued. As an example, "To transmit new pages 3 and 10, which provide clarification of training requirements?" Change transmittals are used to issue changes to instructions and, under some circumstances, notices. Change transmittals are numbered consecutively. The first change transmittal to an instruction is "Change Transmittal 1", the second "2", and so on.¶

PLEASE NOTE: The only authorized font for Navy directives is Courier New, 12 pt.¶

2. Action. The specific action(s) to be taken are identified in this paragraph. Period and link changes are no longer allowed. If a change transmittal contains revisions to any pages of an existing directive, the change transmittal must consist of a cover letter forwarding the changed or additional pages to a directive as an enclosure. However, the enclosures are not marked as an "Enclosure" since they bear the marking of the directive being changed (these enclosures are "replacements" of pages in the original instruction and should not be marked as enclosures). As an example, when a change transmittal contains revised pages, the Action could be as follows: "Remove pages 3 and 10 of the basic instruction and insert enclosures (1) and 11-Jun-2014

Designation
line

Subject of
directive
being
changed

Enclosures
are not
marked

When the first
page is revised
page reflects
the date of
change

Signature block
remains the
same as the
original when a
revision to
signature page
is made

OPNAVINST 5215 CH-1¶
11 Jun 2014¶
(2), respectively." When the first page of a directive is changed, the date of the change shall be shown in the upper flush right margin, two spaces above the identification symbols of the basic directives. The date line of the identification symbols must show the original date of issue. For example:¶
→ CH-1 of 11 Jun 2014¶
→ OPNAVINST 5215.1D¶
→ N74¶
→ 15 Apr 2013¶
When a revision to a signature page is made, the signature block remains as the original signing official, and a new signature on the change page is not required. For example:¶
→ /s/¶
→ J. J. JONES¶
(Name in all CAPS with first initial, middle initial and last name)¶
→ SIGNATURE BLOCK¶
(Name in all CAPS with first initial, middle initial and last name)¶
Distribution:¶
Electronic only, Department of the Navy Issuances Web site:¶
<http://doni.docnavy.mil/>¶



SCENARIOS



Notice Scenario

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVNOTE 5400.2272

N75

12 May 14

¶

OPNAV NOTICE 5400.2272

¶

From: Chief of Naval Operations

¶

Subj: CHANGE OF IMMEDIATE SUPERIOR IN COMMAND FOR COMMANDING

OFFICER, NAVAL STATION GREAT LAKES, COMMANDING OFFICER,

NAVAL SUPPORT ACTIVITY CRANE, (NAVSUPPACT CRANE) AND

COMMANDING OFFICER, NAVAL SUPPORT ACTIVITY MID-SOUTH

¶

Ref: (a) OPNAVINST 5400.44

(b) OPNAVINST 5400.45

¶

1. Purpose. To approve the realignment of Naval Station Great Lakes (NAVSTA GREAT LAKES), Naval Support Activity Crane (NAVSUPPACT CRANE), and Naval Support Activity Mid-South (NAVSUPPACT MID-SOUTH), all shore activities, per reference (a).

¶

2. Background. This realignment is necessary due to the disestablishment of Commander, Navy Region Midwest on 1 October 2014 as part of the Chief of Naval Operations directed flag officer elimination. Commander, Navy Region Midwest is the current reporting senior for the three shore commands.

¶

3. Organizational Changes. Realign NAVSTA GREAT LAKES, NAVSUPPACT CRANE, and NAVSUPPACT MID-SOUTH effective 1 October 2014. The following applies:

¶

Revised Chain of Command

¶

1. Chief of Naval Operations

2. Commander, Navy Installations Command (CNIC)

3. Commander, Navy Region Mid-Atlantic (61463)

4. Commanding Officer, Naval Station, Great Lakes IL (00128)

4. Commanding Officer, Naval Support Activity, Crane, IN

(61018)

4. Commanding Officer, Naval Support Activity Mid-South,

Millington, TN (00639)

¶ Section Break (Next Page)

OPNAVNOTE 5400.2272
12 May 14

¶

4. Action

¶

a. CNIC will take appropriate action, consistent with reference (a), to realign the three shore activities.

¶

b. Director, Navy Staff Organization and Management Branch (DNS-33) will revise reference (b).

¶

5. Records Management. Records created as a result of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

¶

6. Cancellation Contingency. This notice will remain in effect for 1 year or until superseded, whichever occurs first. The organization action will remain effective until changed by Director, Navy Staff.

¶

¶

¶

→

A. P. DOE

→

Admiral United States Navy

¶

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¶



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20380-2000

.....Canc frp: May 2015

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.....OPNAVNOTE 5400

Deleted: 2272

.....N75

.....12 May 2014

Deleted: 2272

OPNAV NOTICE 5400

From: Chief of Naval Operations

Subj: CHANGE OF IMMEDIATE SUPERIOR IN COMMAND FOR COMMANDING
.....OFFICER, NAVAL STATION GREAT LAKES, COMMANDING OFFICER,
.....NAVAL SUPPORT ACTIVITY CRANE, AND COMMANDING OFFICER,
.....NAVAL SUPPORT ACTIVITY MID-SOUTH

Deleted: (NAVSUPACT CRANE)

Deleted: 1

Ref: (a) OPNAVINST 5400.44A
.....(b) OPNAVINST 5400.45

1. Purpose. To approve the realignment of Naval Station Great Lakes (NAVSTA GREAT LAKES), Naval Support Activity Crane (NAVSUPACT CRANE), and Naval Support Activity Mid-South (NAVSUPACT MID-SOUTH), all shore activities, per reference (a).

2. Background. This realignment is necessary due to the disestablishment of Commander, Navy Region Midwest on 1 October 2014 as part of the Chief of Naval Operations directed flag officer elimination. Commander, Navy Region Midwest is the current reporting senior for the three shore commands.

3. Organizational Changes. Realign NAVSTA GREAT LAKES, NAVSUPACT CRANE, and NAVSUPACT MID-SOUTH effective 1 October 2014. The following applies:

Revised Chain of Command

1. Chief of Naval Operations
2. Commander, Navy Installations Command (CNIC)
3. Commander, Navy Region Mid-Atlantic (61463)
4. Commanding Officer, Naval Station, Great Lakes IL (00128)
4. Commanding Officer, Naval Support Activity, Crane, IN
.....(61018)
4. Commanding Officer, Naval Support Activity Mid-South,
.....Millington, TN (00639)

Section Break (Next Page)

.....OPNAVNOTE 5400

.....12 May 2014

4. Action

a. CNIC will take appropriate action, consistent with reference (a), to realign the three shore activities.

b. Director, Navy Staff Organization and Management Branch (DNS-33) will revise reference (b).

5. Records Management. Records created as a result of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Cancellation Contingency. This notice will remain in effect for 1 year or until superseded, whichever occurs first. The organization action will remain effective until changed by Director, Navy Staff.

A. P. DOE

Director, Navy Staff

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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5750.12K-CH-1

DNS-H

11 Jun 14

OPNAV INSTRUCTION 5750.12K

From: Chief of Naval Operations

Subj: ANNUAL COMMAND OPERATIONS REPORT

Encl: (1) Revised Page 1

1. Purpose. To transmit revised page 1 and page 4. This change sets file size limitations on command operation reports submitted electronically. It also establishes the mandatory submission of published documents with annual command operations report.

P. L. DOE
Director, Navy Staff

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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5750.12K

DNS-H

12 Apr 2012

OPNAV INSTRUCTION 5750.12K

From: Chief of Naval Operations

Subj: ANNUAL COMMAND OPERATIONS REPORT

Ref: (a) OPNAVINST 5750.4D
(b) 44 U.S.C. Chapter 31
(c) SECNAV M-5210.1 of January 2012
(d) SECNAVINST 5210.16
(e) CNO Washington DC, 281412Z FEB 03 (NAVADMIN 054/03)
(f) CNO Washington DC, 182220Z MAR 03 (NAVADMIN 067/03)
(g) CNO Washington DC, 252230Z APR 03 (NAVADMIN 100/03)
(h) SECNAVINST 5211.5E
(i) SECNAV M-5510.36 of June 2006

Encl: (1) Command Operations Report (COR) Template
(2) Preparing a Fleet Command COR Template
(3) Preparing a Ship Command COR Template
(4) Preparing a Aviation Command COR Template
(5) Preparing a Shore Command COR Template

1. Purpose. To revise established policy per reference (a), and task all U.S. Navy commands (afloat and ashore, including all task forces, groups and units) with ensuring that critical records (including electronic records and other forms of media) concerning command organization, equipment, personnel and operations are collected and preserved.

2. Cancellation. OPNAVINST 5750.12J.

3. Background

a. Requirements for Navy records preservation are formally established and implemented by references (b) through (d). The Command Operations Report (formerly known as the Command History Report) is the only overall record of a command's operations and achievements that is permanently retained. These records are maintained by the Naval History and Heritage Command (NAVHISTHERITAGECOM), indexed, and made accessible to authorized users.



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5750.12K-CH-1

DNS-H

11 Jun 2014

OPNAV INSTRUCTION 5750.12K-CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: ANNUAL COMMAND OPERATIONS REPORT

Encl: (1) Revised Page 1

(2) Revised Page 4

1. Purpose. To transmit revised page 1 and page 4. This change sets file size limitations on command operation reports submitted electronically. It also establishes the mandatory submission of published documents with annual command operations report.

2. Action. Remove page 1 and page 4 of the basic instruction and replace with enclosure (1) and enclosure (2), respectively, of this change transmittal.

P. L. DOE
Director, Navy Staff

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Section Break (Next Page)



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

CH-1 of 11 Jun 2014

OPNAVINST 5750.12K

DNS-H

12 Apr 2012

OPNAV INSTRUCTION 5750.12K

From: Chief of Naval Operations

Subj: ANNUAL COMMAND OPERATIONS REPORT

Ref: (a) OPNAVINST 5750.4D
(b) 44 U.S.C. Chapter 31
(c) SECNAV M-5210.1 of January 2012
(d) SECNAVINST 5210.16
(e) CNO Washington DC, 281412Z FEB 03 (NAVADMIN 054/03)
(f) CNO Washington DC, 182220Z MAR 03 (NAVADMIN 067/03)
(g) CNO Washington DC, 252230Z APR 03 (NAVADMIN 100/03)
(h) SECNAVINST 5211.5E
(i) SECNAV M-5510.36 of June 2006

Encl: (1) Command Operations Report (COR) Template
(2) Preparing a Fleet Command COR Template
(3) Preparing a Ship Command COR Template
(4) Preparing a Aviation Command COR Template
(5) Preparing a Shore Command COR Template

1. Purpose. To revise established policy per reference (a), and task all U.S. Navy commands (afloat and ashore, including all task forces, groups and units) with ensuring that critical records (including electronic records and other forms of media) concerning command organization, equipment, personnel and operations are collected and preserved.

2. Cancellation. OPNAVINST 5750.12J.

3. Background

a. Requirements for Navy records preservation are formally established and implemented by references (b) through (d). The Command Operations Report (formerly known as the Command History Report) is the only overall record of a command's operations and achievements that is permanently retained. These records are maintained by the Naval History and Heritage Command (NAVHISTHERITAGECOM), indexed, and made accessible to authorized users.



.....OPNAVINST 5750.12K-CH-1¶
.....12 Apr 2012¶

¶
5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (c).¶

¶
6. Report. Per Secretary of the Navy Manual 5214.1 of December 2005, the report symbol OPNAV 5750-1 is assigned to the reporting requirements contained in paragraph 4a.¶

¶
¶
¶
→ P. L. DOE¶
→ Director, Navy Staff¶

¶
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<http://doni.documentservices.dla.mil/>¶

→

4

→

Enclosure (2)¶



-----OPNAVINST 5750.12K-CH-1
-----11 Jun 2014
¶
5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (c).
¶
6. Report. Per Secretary of the Navy Manual 5214.1 of December 2005, the report symbol OPNAV 5750-1 is assigned to the reporting requirements contained in paragraph 4a.
¶
¶
→ /s/¶
→ J. M. BIRD¶
→ Director, Navy Staff¶
¶
Distribution:¶
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<http://doni.documentservices.dla.mil/>¶

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Deleted: Enclosure (2)